



KELMS User Group

May 5, 2017



Agenda

- Welcome & Opening Remarks *Wes Swarner*
- IT Training Contracts *Phil St. John*
- Certificate of Supervisory Essentials *Jeanne Olivas*
- eLearning Support Group *Elizabeth Cram*
- KELMS Upgrade *Kathy Hutcherson*



KELMS – Wes Swarner

- What to expect today
- Upgrade talks since January 2016 – It's going to happen
- Testing & Preparing for a successful “Go Live”
- KELMS Logon inside KHRIS
- ODET Training rooms at KSOB/KSU/Teton
- Visitor Entrance and Parking at KSOB



Division of IT Governance

Commonwealth Office of Technology - Phil St. John

- **I need IT Training, what companies have contracts with the Commonwealth?**
 - Tandem
 - Solarity
 - Conference training handled differently
- **Where can I see their training information, schedule & cost per class?**
 - <http://technology.ky.gov/services/Pages/TRAINING.aspx>
- **Delivery Modes?**
 1. Classroom
 2. Self-Paced
 3. Distance Learning



Division of IT Governance

Commonwealth Office of Technology - Phil St. John

- **How do I register?**
 - Contact the Vendor
- **How is my training added to my KELMS Transcript?**
 - Vendor will submit class sign in sheets to COT
 - COT will create activity in KELMS & provide completed status
 - Transcripts will then be updated in KELMS for the Learner
 - No need for agencies to enter this information in KELMS
- **Meet the Vendors**
 - *Do not recommend, endorse, or require training with these vendors, but do partner with both to ensure training credit is captured in KELMS.*



Certificate of Supervisory Essentials – Jeanne Olivas

Coming in June 2017

- **New Online CSE application**
 - Should be available for application Window June 1-30, 2017.
 - Only way to apply, only application accepted.
 - Applicant will be directed to log on to complete application
 - Applicant can print copy before submission to supervisor allowing for agency procedures and documentation.
 - Agency responsible for communicating agency policies and procedures to their employees and supervisors.
 - Program will have a maximum capacity
 - We will continue to provide list of applicants to training Coordinators for review before formal acceptance into program.



- 1. Log on to application will auto populate most fields from information in KHRIS
- 2. All fields required, can be updated to reflect corrections, i.e. change in supervisor or other.
- 3. Submit to supervisor will go to supervisor listed in application
- 4. Electronic signature accepted

Certificate of Supervisory Essentials Enrollment Application

First Name:

Middle Initial:

Last Name:

Employee ID:

Position:

Department/Division:

Cabinet:

Work Address:

City:

Zip Code:

Phone Number:

Email Address:

Supervisory Name:

Supervisor Title:

Supervisor Email:



Are you currently a supervisor? ☐ Yes ☒ No

If selected to participate in the Kentucky Certificate of Supervisory Essentials Program, I commit to:

- ☐ Attend an orientation session within the first month of acceptance into the program;
- ☐ Participate fully in the program by attending required classroom workshops;
- ☐ Satisfactorily complete online workshops;
- ☐ Dedicate the time and effort required to succeed in the program; and
- ☐ Accept any requirements for travel, overnight lodging, and/or extended days away from the office.

Furthermore, I understand that completion of this program does not guarantee me an increase in pay, promotional opportunity, or other advantage in employment.

Applicant's Signature:

Always remember to follow your agency's procedures prior to enrolling in ODET training opportunities.
Applications accepted only during specific enrollment windows. You can submit this application by clicking the submit button below. If you any issues submitting this application, please call us at 502-782-9525 to discuss alternatives.

eLearning – Elizabeth Cram

User Group Survey Results

- 69% response rate
- Only 21% of those who responded are offering eLearning opportunities through KELMS using 7 different authoring tools. 11 people are developing eLearning in the Executive Branch.
- Of those who aren't offering eLearning currently, 70% indicated that they would be interested in offering eLearning opportunities if circumstances were different.

Moving Forward

- Contact Information
- Best Practices Conversations
- Enterprise-Wide Solutions



KELMS 2017 Upgrade Timeline – Kathy Hutcherson

- **Creation of Training Materials**
- **Stage Prep**
- **User Acceptance Testing (UAT)**
 - 17.1.1 Stage Drop – Available May 8th
 - 508 Compliant
 - Proxy
 - Basic UAT Complete by Friday, May 12th
 - Final UAT Complete by Monday, June 19th
 - KHRIS Import of Data
- **Upgrade Training – Current KELMS Users Only**



KELMS 2017 Upgrade Timeline – Kathy Hutcherson

- **Delivery Method Current Users**

- Instructor Led Training (ILT)
- By Domain when possible (Assisted by Agency TC)
- ½ Day Classes at KSOB
- Visitor Parking

- **Upgrade Training For Current Users**

- Everyone should already be scheduled for a training date
 - If not, talk with your Training Coordinator

- Training Coordinators

May 19th, 23rd, 24th & 26th (AM/PM Sessions)

- Instructors

May 31st (AM/PM Sessions)

June 1st, 12th, 15th, 16th, 19th, 21st, 29th, 30th (AM/PM Sessions)



KELMS 2017 Upgrade Timeline – Kathy Hutcherson

- **KELMS Go Live**

- Email notification regarding blackout will go out on June 20th
- Blackout will begin on Thursday, June 22nd at 6:00 PM
 - Conversion, Data Migration, & Validation
- KELMS Available for all users on Tuesday, June 27th
- New URL – to access KELMS
- KELMS Basics of Navigation for New Users

- **KELMS 2015 Clean Up**

- Go to Administrator>Learn>Learning Activities
- In Search Window entered:
 - NEWACTIVITY
 - COPY
 - OFFERING OF



KELMS 2017 Upgrade Timeline – Kathy Hutcherson

- **KELMS 2015 Clean Up (cont'd)**
 - Go to Administrator>Learn>Learning Activities
 - In Search Window entered:
 - Check all your activities to ensure they are CLOSED OUT
 - As of Monday, there were 4,873 registrations for past dates
 - Check your contractor names to ensure they are still active if not disable



KELMS 2017 Upgrade – Kathy Hutcherson

LEARNING ACTIVITIES

Lists learning activity structures owned by or shared with this domain and all child domains. Search results display only root node activities.

Search:

[Help](#)



ADVANCED...

☐ List ☒ Tree

Activity Type:

All



Records 11-20 of 51



Page 2 of 6



Go To Page



New:

Offering of selected



Delete

Copy

Name ▲

Activity Type

Start Date

End Date

Code

Primary Domain

<input type="radio"/>			NewActivity__20151123	Class				Tourism, Arts and H...
<input type="radio"/>			NewActivity__20151202	Course				Tourism, Arts and H...
<input type="radio"/>			NewActivity__20151217	Document				Education & Workfor...
<input type="radio"/>			NewActivity__20160223	Course	4/29/2017 10:15:00 AM EDT	4/29/2017 11:00:00 AM EDT	TESTINGPARKINGPERMIT	GSC Global
<input type="radio"/>			NewActivity__20160325	ILT Course				Tourism, Arts and H...
<input type="radio"/>			NewActivity__20160413	Class				GSC Global
<input type="radio"/>			NewActivity__20160510	ILT Course				GSC Global
<input type="radio"/>			NewActivity__20160527	ILT Course				Education & Workfor...
<input type="radio"/>			NewActivity__20160527	ILT Course				Education & Workfor...
<input type="radio"/>			NewActivity__20160622	ILT Course				GSC Global

Questions?

<https://personnel.ky.gov>

